TECHNOLOGY SCOPE & SEQUENCE
Updated 2008-09

NOT TAUGHT IN GRADE - N	INTRODUCE – I	DEVELOP – D	INDEPENDENT USER - IU							
BASIC COMPUTER/TECNOLOGY USE			**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Operates mouse/trackpad			I	IU	IU	IU	IU	IU	IU	IU
Starts and shuts down computer			I	IU	IU	IU	IU	IU	IU	IU
Opens and quits an application			I	D	IU	IU	IU	IU	IU	IU
Works with windows, icons, and menus			I	D	D	IU	IU	IU	IU	IU
Works independently or in pairs on computer			I	D	IU	IU	IU	IU	IU	IU
Communicates about technology using developmentally appropriate and accurate terminology			I	I	D	D	D	IU	IU	IU
Discusses common uses of technology in daily life			I	I	D	D	D	D	D	D
Uses keyboards and other common input and output devices efficiently and effectively			I	D	D	D	D	IU	IU	IU
Applies strategies for identifying and solving basic and routine hardware and software problems			I	I	D	D	D	D	D	D
Makes informed decisions in choosing the most appropriate technology systems, resources, and services			I	I	D	D	D	D	D	D
FILE RESOURCE MANAGEMENT			**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Follows rules for computer use			I	D	D	D	D	IU	IU	IU
Logs in to network			I	D	IU	IU	IU	IU	IU	IU
Saves and finds files and folders			N	I	D	D	D	IU	IU	IU
Creates folders to store work and saves work in folders			N	I	D	D	D	D	D	D
Describes hardware and software problems			I	D	D	D	D	D	D	D
PRESENTATION TOOLS/MULTIMEDIA			**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Plans and storyboards ideas for presentation in AppleWorks, PowerPoint, KidPix			N	I	D	D	D	IU	IU	IU
Develops outline for presentation project			N	N	I	D	D	IU	IU	IU
Applies designs, backgrounds, font styles, and colors			I	D	D	D	D	IU	IU	IU
Applies animations, video, and sound			N	I	D	D	D	D	D	IU
Applies good design principles			N	I	D	D	D	D	IU	IU
Uses mind-mapping software to brainstorm and plan a presentation			N	I	D	D	D	IU	IU	IU
Determines target audience, goal, and purpose of a presentation			N	N	I	D	D	D	D	D
Creates linear slide show			N	I	D	D	D	IU	IU	IU
Creates original art to include in project			N	I	D	D	D	D	D	D
Imports and modifies graphics, backgrounds, and clipart			N	I	D	IU	IU	IU	IU	IU
Combines text, paint and draw as part of project			I	D	D	D	D	D	IU	IU
Imports images from the Internet, digital camera, scanner			N	I	D	D	D	D	D	D
Chooses appropriate software for a project			N	I	D	D	D	D	D	D
WORD PROCESSING/KEYBOARDING			**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**

Learns proper finger placement for accurate keyboarding	I	D	D	D	D	D	D	D
Formats a document	N	I	D	D	D	IU	IU	IU
Inserts and edits text	I	D	D	IU	IU	IU	IU	IU
Meets timed keyboarding goals set for grade level	N	N	I	D	D	D	D	D
Creates bullets and number lists	N	N	I	D	D	D	IU	IU
Uses spell checker and thesaurus	N	I	D	D	D	IU	IU	IU
Inserts a graphic and formats it	I	D	D	D	D	IU	IU	IU
Uses word processor for first and final drafts	N	N	I	D	D	IU	IU	IU
Inserts headers and footers	N	N	I	D	D	IU	IU	IU
Creates and formats tables	N	N	I	D	D	D	D	D
Inserts columns	N	N	N	I	D	D	D	D
Use good design techniques	N	I	D	D	D	D	D	D
SPREADSHEETS	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Creates a graph to compile data collections using a basic graphing program	N	N	N	N	I	D	D	D
Collects data and creates new spreadsheet	N	N	N	N	I	D	D	D
Collects, inputs, analyzes, organizes and displays data graphically	N	N	N	N	I	D	D	D
Creates simple formulas and charts	N	N	N	N	I	D	D	D
Explains what the data represents	N	N	N	N	I	D	D	D
Uses the appropriate chart for activity and data	N	N	N	N	I	D	D	D
Adds and formats appropriate labels and legends	N	N	N	N	I	D	D	D
Includes charts or graphs in presentations or publications	N	N	N	N	I	D	D	D
Formats and changes axis scale, chart area, data series or appearance of charts	N	N	N	N	N	N	I	D
DATABASES	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Defines terms such as records and fields	N	N	N	N	N	N	I	D
Enters text and data into appropriate fields	N	N	N	N	N	N	I	D
Creates a simple database with one layout	N	N	N	N	N	N	I	D
Formats text and numbers in fields	N	N	N	N	N	N	I	D
Sorts, matches, finds and replaces data	N	N	N	N	N	N	I	D
Creates a database with different layouts	N	N	N	N	N	N	I	D
Adds header and footer	N	N	N	N	N	N	I	D
Describes educational uses of databases	N	N	N	N	N	N	I	D
INTERNET	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Uses sites the teacher points to	I	D	D	IU	IU	IU	IU	IU
Launches a browser and uses the tool bar	I	D	IU	IU	IU	IU	IU	IU
Navigates by clicking on links and web pages	I	D	IU	IU	IU	IU	IU	IU
Explains the parts of a URL	N	I	D	D	D	IU	IU	IU

Types URLs correctly	N	I	D	D	D	IU	IU	IU
Adds bookmarks/favorites	N	I	D	IU	IU	IU	IU	IU
Returns to site using history, back button, or bookmark/favorite	I	D	D	D	D	IU	IU	IU
Uses search engines	N	N	I	D	D	IU	IU	IU
Evaluates site and information for validity and accuracy	N	I	D	D	D	D	D	D
Copies and pastes text or images from web site and cites sources correctly	N	I	D	D	D	D	D	D
INTEGRATION AND PROJECTS	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Creates developmentally appropriate multimedia products with support from teachers, family members, and students	N	I	D	D	D	IU	IU	IU
Uses technology resources for problem solving, communication, illustration of thoughts, ideas, and stories	I	D	D	D	D	D	D	IU
Works responsibly, independently, and as part of a group in developing a project	N	N	I	D	D	IU	IU	IU
Uses teacher-created rubric for assessment of project	N	N	N	N	N	IU	IU	IU
Uses technology for individual and collaborative writing, communication, and publishing activities to create knowledge products for audiences inside and outside school	I	D	D	D	D	IU	IU	IU
Determines when technology is useful and selects the appropriate tools and resources to address a variety of tasks and problems	I	D	D	D	D	D	D	D
Uses information literacy skills to research and evaluate the accuracy, relevance, appropriateness, comprehensiveness, and bias of information sources concerning real-world problems	N	I	D	D	D	D	D	D
Uses online sources for project work	N	I	D	D	D	IU	IU	IU
Properly cites all information sources	N	N	N	I	D	D	D	D
Designs, develops, publishes, and presents real-world products using technology resources that demonstrate and communicate curriculum concepts to audiences inside and outside the classroom	I	D	D	D	D	IU	IU	IU
Selects appropriate tools for research, information analysis, problem-solving, and decision-making in content learning as part of project-based learning	N	N	I	D	D	D	IU	IU
SOCIAL AND ETHICAL USE	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Understands and follows rules and procedures for technology use	I	D	IU	IU	IU	IU	IU	IU
Works cooperatively and collaboratively with others when using technology in the classroom	I	D	D	IU	IU	IU	IU	IU
Demonstrates positive social and ethical behaviors when using technology	I	D	IU	IU	IU	IU	IU	IU
Practices responsible use of technology systems and software	I	D	D	IU	IU	IU	IU	IU
Discusses responsible use of technology and information and describes consequences of inappropriate use	I	D	D	D	D	D	D	D
Exhibits legal and ethical behaviors when using information and technology, and discusses consequences of misuse	I	D	D	D	IU	IU	IU	IU
Cites resources properly	N	N	I	D	D	D	IU	IU
GRAPHICS AND PUBLISHING	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Creates pictures with using application software	I	D	D	IU	IU	IU	IU	IU

Inserts images into documents	N	I	D	IU	IU	IU	IU	IU
Scans pictures	N	N	I	D	D	IU	IU	IU
Uses images from digital camera	N	I	D	D	D	IU	IU	IU
Modifies graphics	I	D	D	D	D	IU	IU	IU
Uses draw and paint tools to create objects	I	D	D	D	D	IU	IU	IU
Rotates, duplicates, groups, aligns, and resizes objects	I	D	D	D	D	IU	IU	IU
Saves images in different formats	N	N	I	D	D	D	D	D
Uses draw to create a brochure, newsletter, sign, etc.	I	D	D	D	D	IU	IU	IU
Uses effective and professional design techniques	N	I	D	D	D	D	D	D
VIDEO	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
Uses different features of a camcorder and tripod	N	N	N	N	N	N	N	I
Frames subjects with different views	N	N	N	N	N	N	N	I
Plans, storyboards, and creates a video	N	N	N	N	N	N	I	D
Creates titles, credits, and ending	N	N	N	N	N	N	I	D
Participates in video project	N	N	N	N	N	N	I	D
Uses different graphic and file converters	N	N	N	N	N	N	I	D
Compresses images from a digital camera to use in video	N	N	N	N	N	N	N	I
Creates QuickTime video segments	N	N	N	N	N	N	N	I
Adds transitions	N	N	N	N	N	N	I	D
Uses special effects	N	N	N	N	N	N	I	D
Imports digital stills	N	N	N	N	N	N	I	D